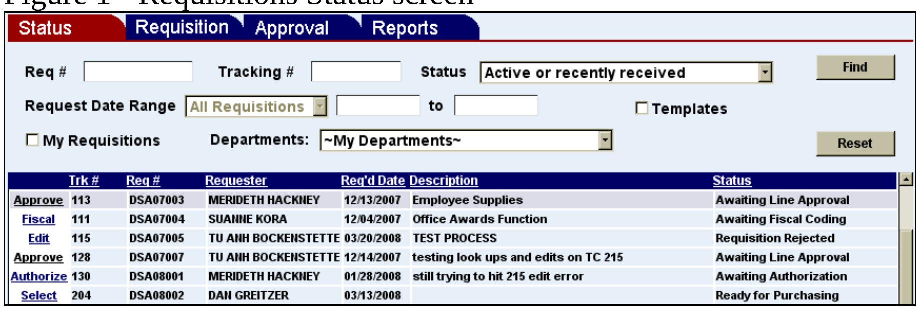
PURCHASING USER MANUAL

THE REQUISITIONS STATUS SCREEN

INTRODUCTION

The **Status** screen displays a list of requisitions that have been saved in the application and allows you to find requisitions by several criteria. A requester can check on the status of their requisition by viewing the **Status** column or by opening the specific requisition to view the status and/or **Receipt info** of each line item. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

Figure 1 - Requisitions Status screen

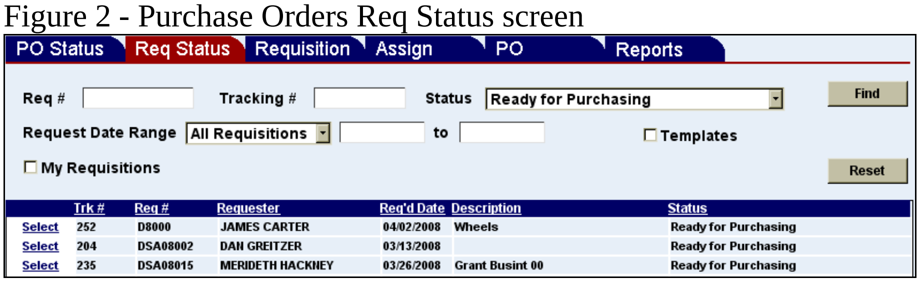


	Trk #	Req #	Requester	Req'd Date	Description	Status
Approve	113	DSA07003	MERIDETH HACKNEY	12/13/2007	Employee Supplies	Awaiting Line Approval
Fiscal	111	DSA07004	SUANNE KORA	12/04/2007	Office Awards Function	Awaiting Fiscal Coding
Edit	115	DSA07005	TU ANH BOCKENSTETTE	03/20/2008	TEST PROCESS	Requisition Rejected
Approve	128	DSA07007	TU ANH BOCKENSTETTE	12/14/2007	testing look ups and edits on TC 215	Awaiting Line Approval
Authorize	130	DSA08001	MERIDETH HACKNEY	01/28/2008	still trying to hit 215 edit error	Awaiting Authorization
Select	204	DSA08002	DAN GREITZER	03/13/2008		Ready for Purchasing

By default, the application displays requisitions that are **Active or Recently Received** and, if your agency has created Requisition Departments, are in the departments that you belong to (**My Departments**).

Purchaser can also view the same requisition status through the **Req Status** screen. The features and functionality is the same as it is for the Requisitions **Status** screen.

Figure 2 - Purchase Orders Req Status screen



	Trk #	Req #	Requester	Req'd Date	Description	Status
Select	252	D8000	JAMES CARTER	04/02/2008	Wheels	Ready for Purchasing
Select	204	DSA08002	DAN GREITZER	03/13/2008		Ready for Purchasing
Select	235	DSA08015	MERIDETH HACKNEY	03/26/2008	Grant Busint 00	Ready for Purchasing

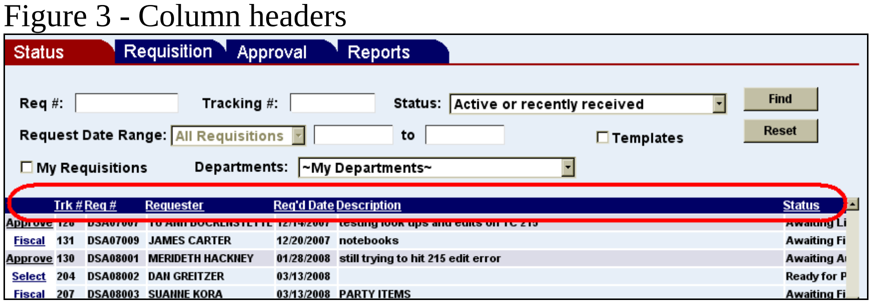
LIST OF REQUISITIONS

The bottom section of the screen displays a list of requisitions. The list is organized by column headers to show the following information:

- **Trk #**. The number of a requisition that is in process but has not been completed. To identify requisitions that do not have requisition numbers.
- **Req #**. The requisition number (if the requisition has been completed).
- **Requester**. The name of the person who created and saved the requisition.
- **Req'D Date**. The date the requisition was created and saved.
- **Description**. The description of the requisition (if one was entered).
- **Status**. The status of the requisition, such as Awaiting Line Approval, Awaiting Fiscal Coding, Ready for Purchasing, Line Item Rejected, Awaiting Authorization, Itemize in Progress, All Items Received, Some Items Received, All items received or cancelled, or New Requisition. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

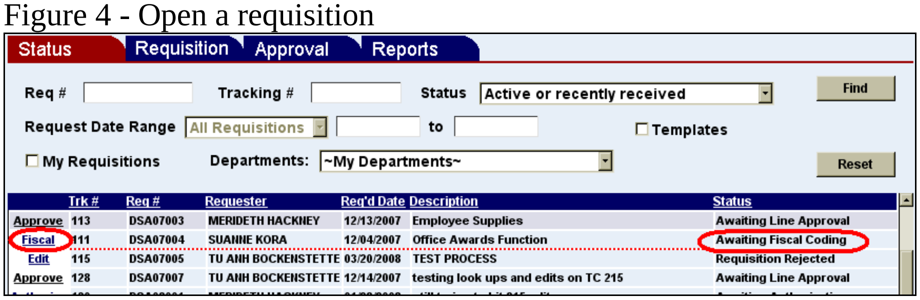
1. To sort the requisition list, click a column header to sort by. For example, click Requester to sort by the requesters' names in alphabetical order.

Figure 3 - Column headers



2. To open a requisition, click the **Select**, **Edit**, **Authorize**, **Fiscal**, or **Approve**, link next to it to complete the process as indicated in the **Status** column.

Figure 4 - Open a requisition



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TO SEARCH FOR A REQUISITION

1. The first section of the Status screen contains search criteria to find requisitions. Select from the following:

   - **Req #**. The requisition number (if the requisition itemization has been completed).
   - **Tracking #**. The tracking number of a requisition that is in process (saved).
   - **Status**. The status of the requisition.
   - **Requisition Date Range**. The date range the requisition was created and saved.
   - **Departments**. Available only if your administrator has created Requisition Departments. Also, this menu will not be seen if a user is *only* a requester. A department is a group of users organized however an agency needs – e.g., by function or location, etc. A requisition or purchase order assigned to a Department can then be processed by the users in that department.
   - **My Requisitions**. Check this to find only those requisitions created and saved by you. (Not all users will have this option. It will not be seen if a user is *only* a requester.)
2. Click **Find**.
3. If desired, click **Reset** to reset the criteria to defaults and then click **Find**.

If you are having difficulty finding a requisition, try the following:

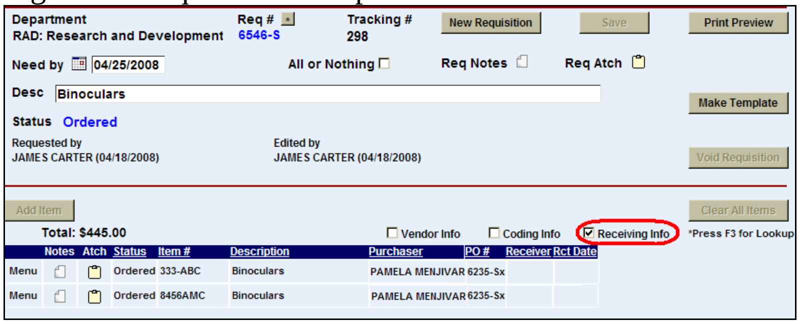
1. Uncheck **My Requisitions** (if applicable).
2. Change the **Departments** (if applicable) – try **All Departments**.
3. Change the Status – try **All Requisitions**.
4. Click **Find**.

TO FIND A PURCHASE ORDER NUMBER OF A REQUISITION

Once a requisition has been ordered, you can check the status of the items, the purchase order number, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receipt info** check box.

Figure 5 - Requisition receipt info



The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed

PURCHASING USER MANUAL

CREATING A LINE ITEM REQUISITION

INTRODUCTION

Any user with access to the Purchasing application can create a requisition.

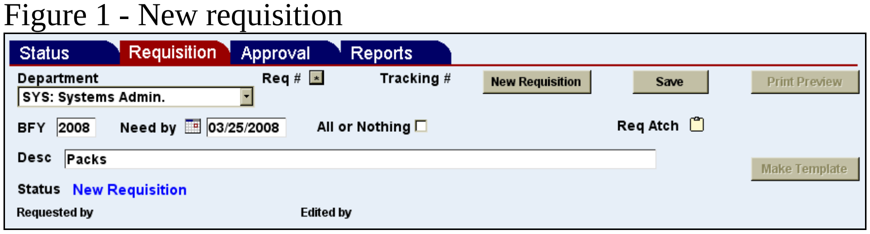
- Any requester can create a requisition from the **Requisitions** menu, **Requisitions** tab.
- Any purchaser can create a requisition from the **Purchase Orders** menu, **Requisitions** tab. A purchaser can create a requisition on behalf of another person. NOTE: A purchaser's requisition must be approved through the **Requisitions** menu, **Approval** tab or authorized, if required by the agency's process, on the **Requisitions** menu, **Requisition** screen).

TO CREATE AND SAVE A REQUISITION

There are no required fields to initially save a requisition. Your agency may require certain fields for you to complete.

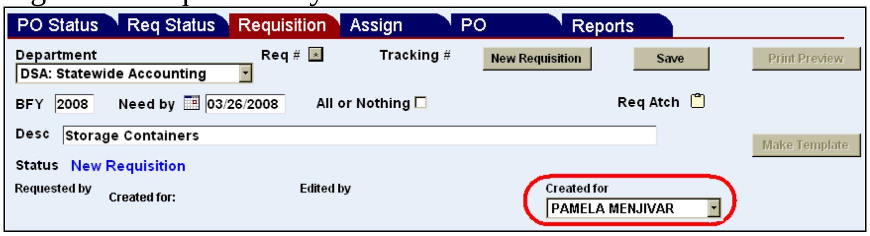
1. Click the **Requisition** tab.
2. If your agency has created requisition departments, select a **Department**.
   - If you belong to only one department, it will be displayed by default.
   - If your agency has not created requisition departments, there will be no **Department** menu and one is not required.
3. If desired, enter a **Need by** date or select a date using the calendar icon. This will indicate to the purchaser that you want to have your request fulfilled by that date.
4. Check the **All or Nothing** check box, if desired. This will indicate to the purchaser that you require all of the items in your requisition, and if they cannot be purchased together, then the items should not be purchased.
5. Type a description in the **Description** field.

Figure 1 - New requisition



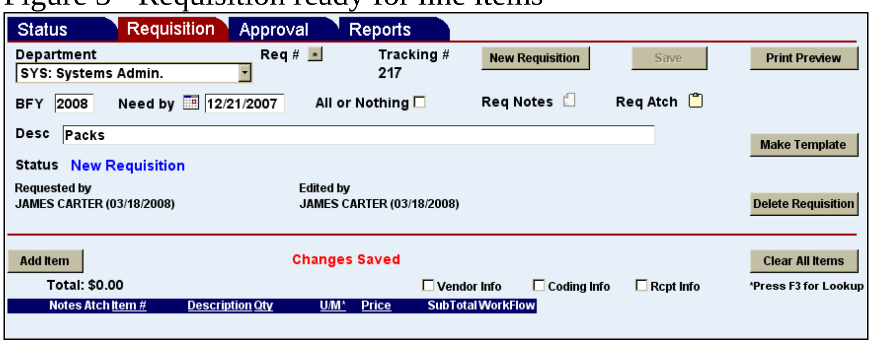
6. If you are a purchaser creating a requisition from the **Purchase Order** menu on behalf of another person, select the person's name from the **Created for :** drop down menu.

Figure 2 - Requisition by a Purchaser



7. If desired, click the **Req Atch** icon to attach scanned documents applicable to the requisition in general. You can add attachments at any time in the process. NOTE: You can also attach documents to individual line items using the **Atch** icon. See Attaching Scanned Documents.
8. Click **Save**. A tracking number (**Tracking #**) is automatically assigned so that the document can be tracked in the application. A requisition number has not been assigned yet.

Figure 3 - Requisition ready for line items



9. If desired, click the **Req Notes** icon to add comments applicable to the requisition in general. You can add notes at any time. NOTE: You can also add notes to individual line items using the **Notes** icon.
10. Click **Delete Requisition** if you decide to delete the requisition after you have saved it.

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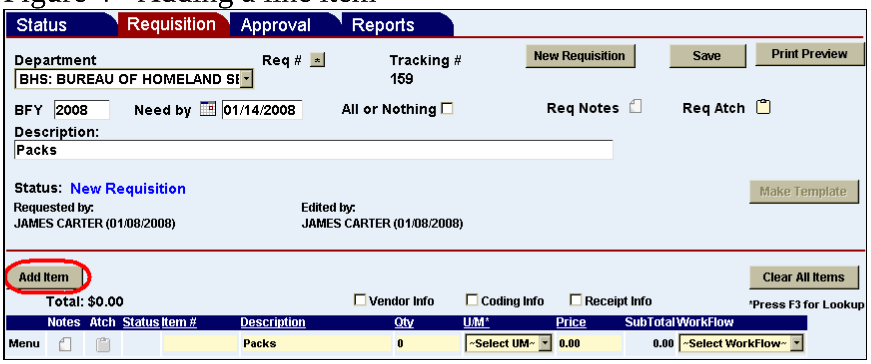
TO ADD LINE ITEMS TO THE REQUISITION

Once the requisition is saved, you can begin adding items.

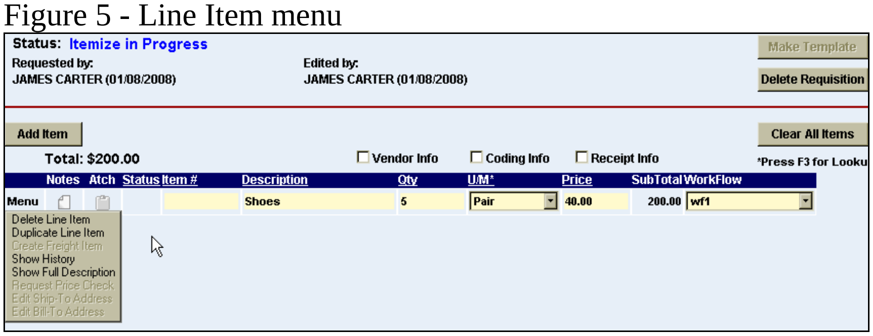
1. Click **Add Item**. A grid will be displayed for you to enter line item details.

Figure 4 - Adding a line item



2. Enter an **Item #,** if needed.
3. Enter or edit a description in each **Description** field as needed.
4. Enter a quantity in the **Qty** field.
5. Select a unit of measure from the **U.M.** menu, e.g., Each, Box, Dozen, etc. (Select **More…** in the menu to select from all of the available units of measure.)
6. Enter the price for a single unit of measure in the **Price** field. The **SubTotal** field will automatically calculate the **Price** multiplied by the quantity (**Qty**).
7. If known, select a workflow from the **Workflow** menu. (A Workflow is not required until fiscal coding is completed.)
8. Continue to click **Add Item** to add as many items needed for your requisition.
9. To delete a line item or duplicate a line, click **Menu** next to that line item. NOTE: All line item menu options will be available after you click **Save** (see the Requisition Line Item Menu section below).

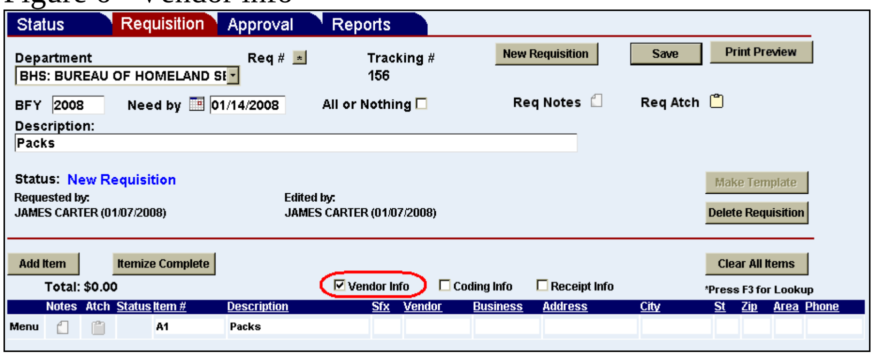
Figure 5 - Line Item menu



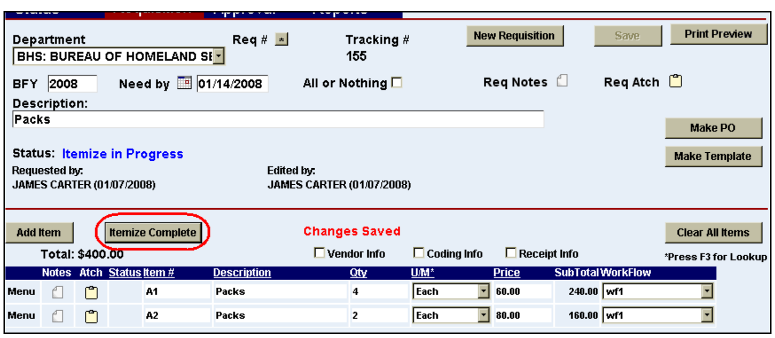
10. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
    - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.
    - You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

    The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.

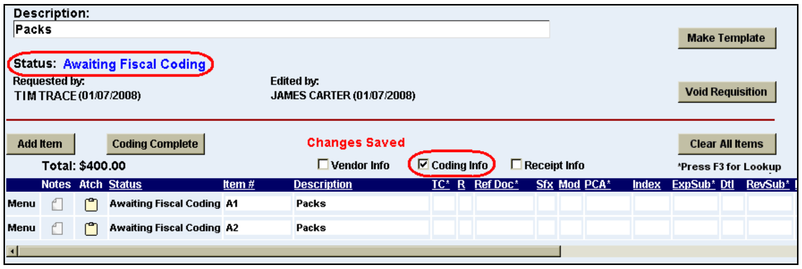
Figure 6 - Vendor info



11. If you want to save the requisition and line items so that you can finish it later, click **Save**.
12. Click **Menu** next to a line item to take separate actions on each line item. See the [Requisition Line item Menu](#) section below.
13. If you are finished adding items to the requisition, click **Itemize Complete**.
14. If your agency has created requisition departments, and you have not yet selected a **Department**, you will be prompted to do so.

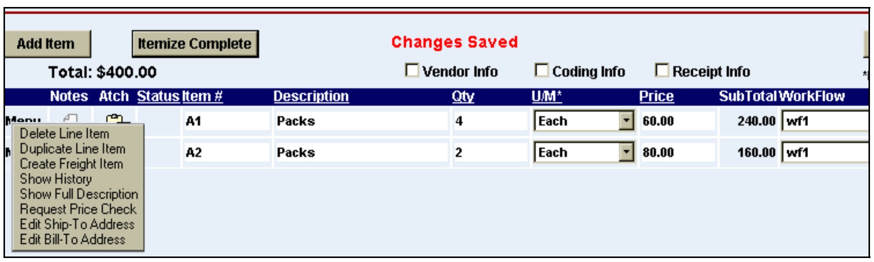


15. Depending on your agency's process and set up, the requisition is ready for authorization or for fiscal coding.



REQUISITION LINE ITEM MENU

After saving a requisition with line items added, you can use the line item **Menu** for a variety of functions.



The menu functions include:

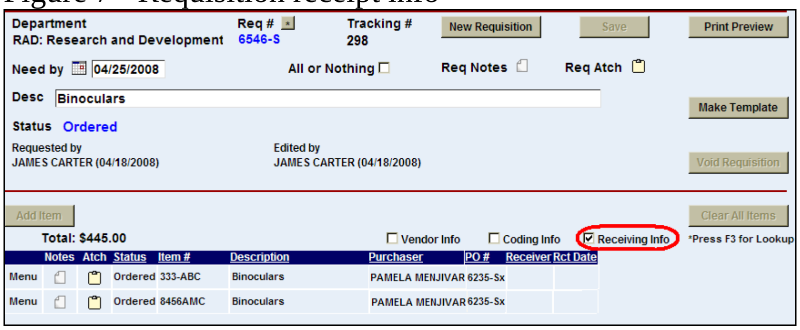
- Click **Delete Line Item** to delete the line item.
- Click **Duplicate Line Item** to create another row that is a duplicate of that line.
- Click **Create Freight Item** to create another row to enter freight charges separately. This line will be associated to the line item selected. The purchaser will not have to select this row to add to a purchase order – it will be part of the requisition line item.
- Click **Show History** to view the actions taken on the requisition.
- Click **Show Full Description** to see the complete text of the **Description** field. You can also double-click the **Description** field to show the complete description.
- Click **Request Price Check** to send an alert to a purchaser to verify the cost of that line item.
- Click **Edit Ship-To Address** to select a specific shipping address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.
- Click **Edit Bill-To Address** to select a specific billing address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.

TO FIND THE PURCHASE ORDER NUMBER OR STATUS FOR A REQUISITION

Once a requisition has been ordered, you can check the status of the items, the purchase order number, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receipt info** check box.

Figure 7 - Requisition receipt info



The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed

PURCHASING USER MANUAL

ENTERING FISCAL CODING ON A REQUISITION

INTRODUCTION

Depending on your agency's process and the role you have been assigned by your administrator, you can click **Fiscal** next to a requisition on the **Status** screen or check the **Coding Info** check box on the **Requisitions** screen if you have completed itemization on the requisition.

A requisition must be authorized before fiscal coding can be completed. Fiscal coding can be entered and saved, but the requisition cannot be marked "Coding Complete" until it is authorized. NOTE: An agency's Purchasing administrator may enable automatic authorization.

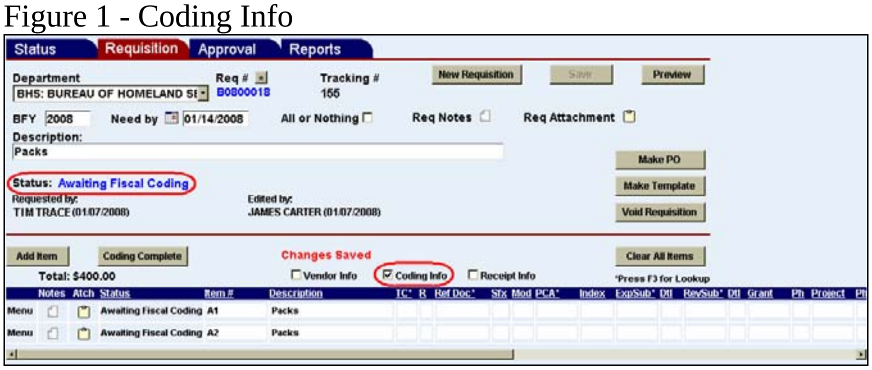
Required fiscal codes are based on the transaction code (**TC**) – whatever the transaction code requires will be required on the requisition.

TO ENTER FISCAL CODING

On the **Requisition** screen:

1. Check the **Coding Info** check box to display the fiscal code fields.

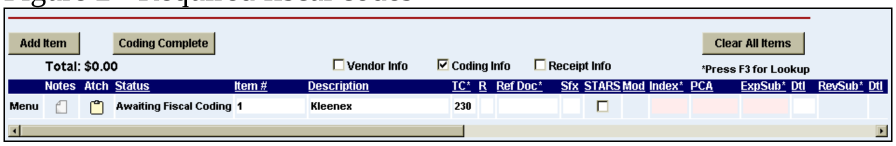
Figure 1 - Coding Info



2. If necessary, review the **Req Notes**, **Req Attachment**, or the line item **Notes** and/or attachments (**Atch**).
3. Enter the transaction code in the **TC** field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see below).

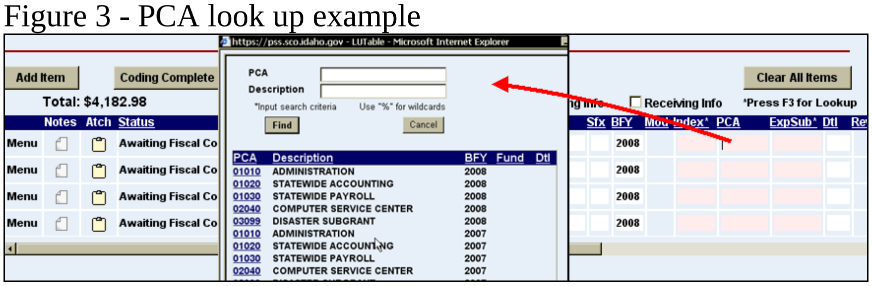
4. Press TAB or click into another field. Other fiscal code fields required by the TC will be highlighted in pink. You can save your work on the fiscal coding/distribution and finish the coding later. However, these fields will be required at the time the coding is marked as complete.

Figure 2 - Required fiscal codes



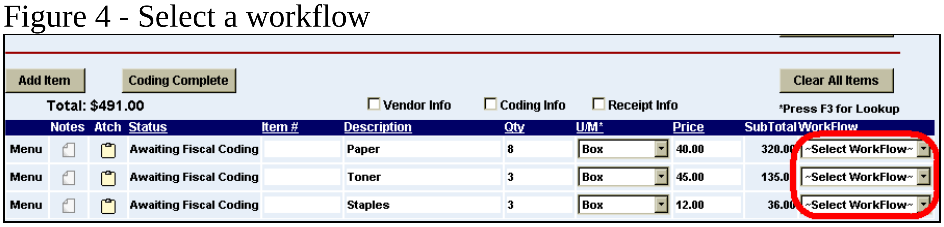
5. Complete the remainder of the fiscal coding (Index, PCA, subobject, etc). A fiscal code field that is designated with an asterisk (*) can perform lookups or validations. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.
   a. In the look up window, enter any combination of search criteria (transaction code, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
   b. Click **Find**.
   c. Click the fiscal code you want to use. The distribution grid will be automatically populated with that code and any related fiscal codes.
   d. If you enter a fiscal code in one of these designated fields without using the look up, press TAB and the code will be validated. Invalid fiscal codes will be highlighted and an error message will be displayed.

Figure 3 - PCA look up example



6. If you haven't done so yet, uncheck the **Coding Info** check box and select a workflow from the **Workflow** drop down menu.

Figure 4 - Select a workflow



7. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
   - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.
   - You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

   The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.
8. When finished, click **Coding Complete**. Any missing or invalid fiscal codes will be highlighted.
9. The requisition will be ready for approval. Once the fiscal coding is complete, the requisition cannot be changed. A Purchaser can, however, make changes to the quantity, price, and unit of measure of individual line items.

ADDING OR DELETING LINE ITEMS

A fiscal coder can add or delete items to a requisition. On the **Requisitions** screen:

1. Click **Add Item**.
2. Enter a **Description**, quantity (**Qty**), unit of measure (**U.M**.), **Price**, and select a **Workflow**.
3. Click **Save**.
4. You will be prompted to enter the correct fiscal coding.

To delete a line item:

1. Click **Menu** next to a line item.
2. Click **Delete Line Item**.

PURCHASING USER MANUAL

ADDING SEPARATE FREIGHT OR SHIPPING CHARGES

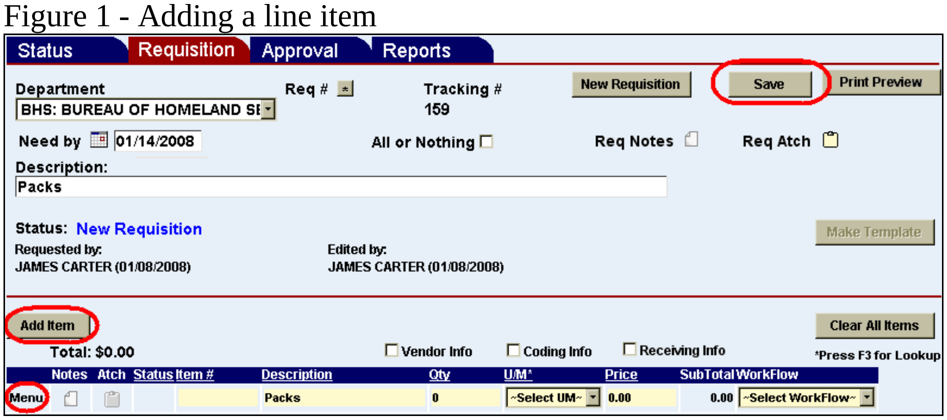
INTRODUCTION

In some cases, you may need to add a separate line item for freight or shipping charges to a requisition if required by your agency's process or for certain vendors or types of purchases. Freight line items can be added at any point up until the fiscal coding is marked as Coding Complete.

TO ADD A FREIGHT OR SHIPPING LINE ITEM TO A REQUISITION

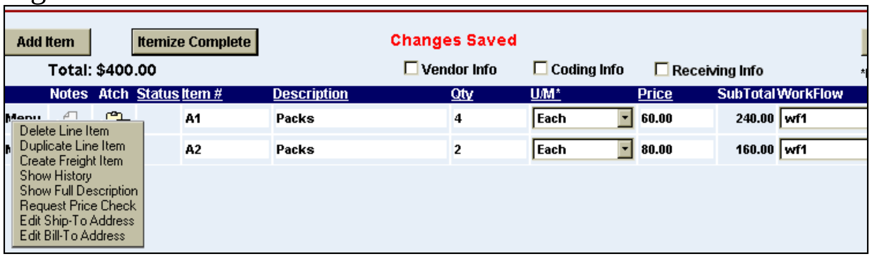
1. Click **Add Item** to enter the line item(s) for the goods you are requesting.

Figure 1 - Adding a line item



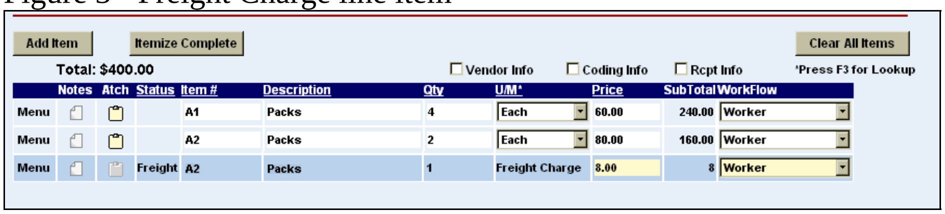
2. Click **Save**.
3. Click **Menu** next to the line item that you want to add freight charges to.

Figure 2 - Line Item Menu



4. Click **Create Freight Item** to create another row to enter freight charges separately.
5. Enter the **Price** for the amount of the charges and select a **Workflow**.

Figure 3 - Freight Charge line item



6. When finished with adding requisition line items and freight charge line items, click **Itemize Complete**.
7. Depending on your agency's process, the requisition will be ready for authorization or fiscal coding.
8. A freight charge line item can be coded differently than the requisition line item if needed. A freight charge item can also be approved or rejected separately from the line item.

PURCHASING USER MANUAL

CHANGING THE DEFAULT SHIPPING OR BILLING ADDRESS

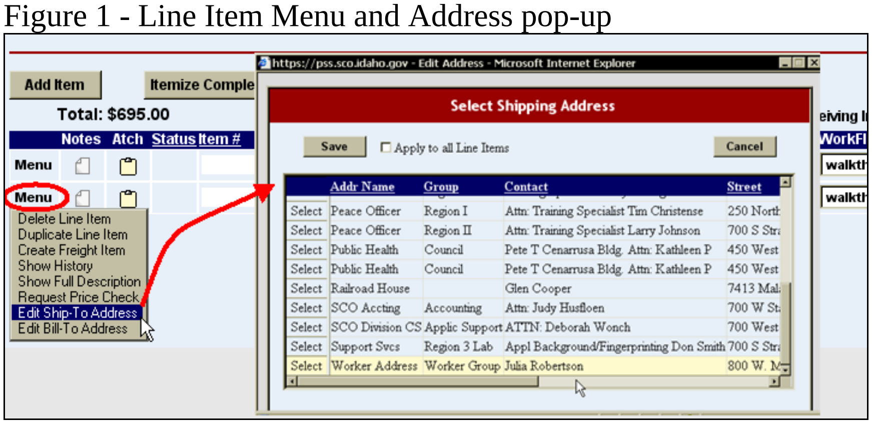
INTRODUCTION

The agency's Purchasing administrator will set up default shipping and billing addresses to be printed on all requisitions or purchase orders. When appropriate, a user may change the shipping or billing address. A requester can change the addresses on a requisition line item and the purchaser can change the addresses on a purchase order line item (i.e., a purchaser can effectively override the address that the requester has changed). Approvers can view the addresses to verify them, but cannot change them.

TO CHANGE THE SHIPPING OR BILLING ADDRESS

1. Click **Menu** next to the line item that you want to change the shipping or billing address.
2. Click either **Edit Ship-to Address** or **Edit Bill-to Address**, depending on the change needed.
3. A pop-up window will display a list of addresses. These addresses are entered by your agency's Purchasing administrator. (If no addresses are displayed or the address you would like to use is not displayed, contact your administrator.)

Figure 1 - Line Item Menu and Address pop-up



4. Click **Select** next to the address to use instead of the default address.

PURCHASING USER MANUAL

AUTHORIZING AND APPROVING A REQUISITION

INTRODUCTION

Your agency may enable automatic authorization of requisitions. If so, no authorization steps are required. If your agency requires manual authorization, a person who has been assigned Authorizer security by their administrator must authorize the requisition before the fiscal coding can be complete and the requisition approved. NOTE: Fiscal coding can be entered and saved, but the requisition cannot be marked “Coding Complete” until it is authorized.)

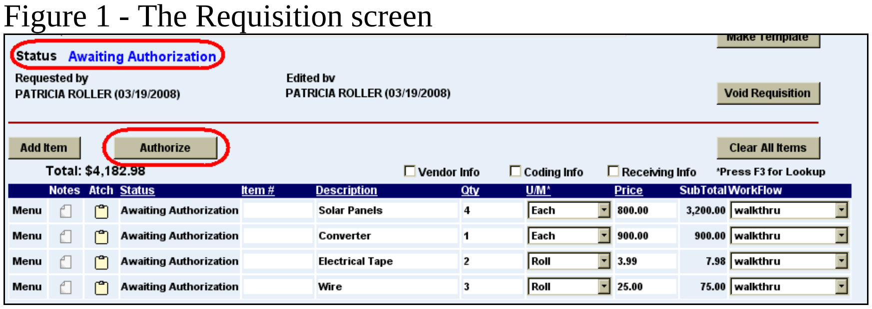
The agency’s Purchasing administrator will assign users as Authorizers. The administrator will also assign users as Approvers and assign their approval rules (or ‘approval restrictions’). The administrator will also add Approvers to the requisition workflows and departments.

TO AUTHORIZE A REQUISITION

If your agency requires manual authorization, a person who has been assigned Authorizer security by their administrator must authorize the requisition before the fiscal coding can be completed.

1. If you are just opening the **Requisitions** menu, click the **Status** tab.
2. Click **Authorize** next to a requisition with a status of **Awaiting Authorization**. The **Requisition** screen will open.
3. If necessary, review the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**).
4. Click the **Authorize** button.

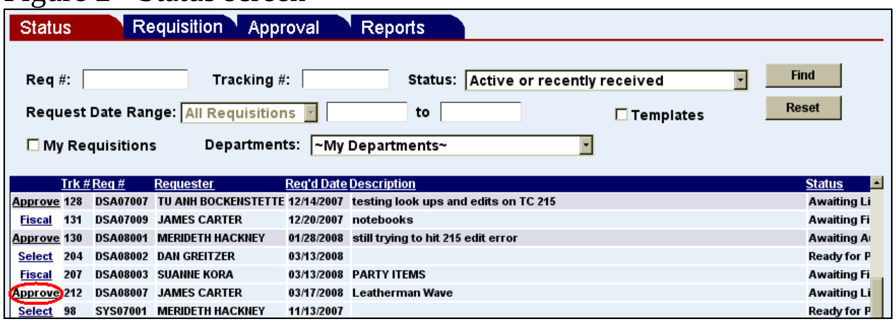
Figure 1 - The Requisition screen



TO APPROVE THE REQUISITION

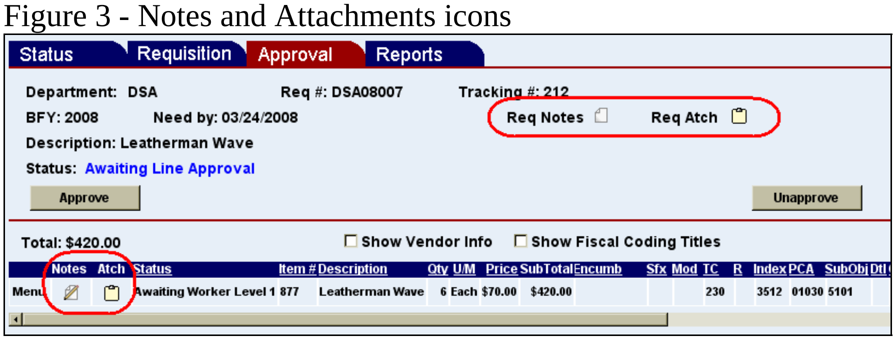
Depending on your agency's process and the role you have been assigned by your administrator, click **Approve** next to a requisition on the **Status** screen or click the **Approval** tab if you have completed the fiscal coding of the requisition and now need to approve it. (The **Status** may be **Awaiting Line Approval** or **Awaiting Requisition Approval**, depending on the status of the line items in a requisition.)

Figure 2 - Status screen



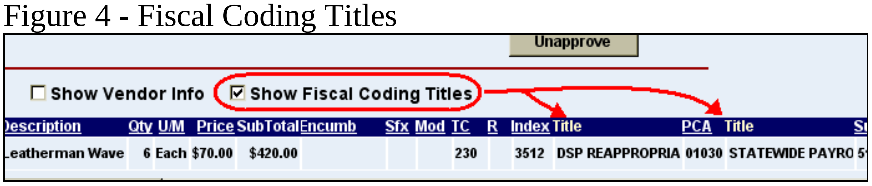
1. If necessary, review the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**).

Figure 3 - Notes and Attachments icons



2. If needed, check the **Show Fiscal Coding Titles** check box to display and review the fiscal code titles. An approver cannot change fiscal coding, but can reject a line item for fiscal coding changes.

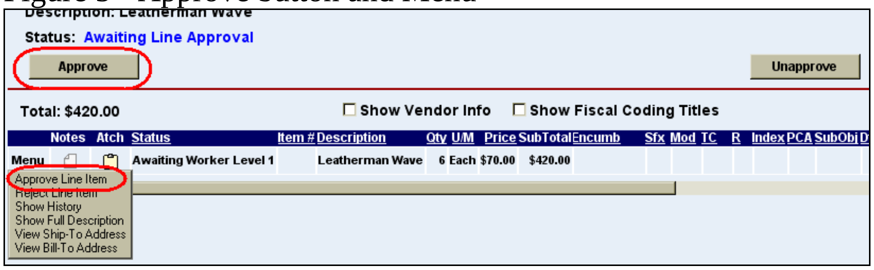
Figure 4 - Fiscal Coding Titles



3. If needed, check the **Show Vendor Info** to display and review the vendor information, if available. (Depending on your agency's process, vendor information may be added by the purchaser.)

4. If needed, click **Menu** next to a line item and click **Show Full Description** to display the full text of the **Description** field.
5. To approve all line items of the requisition, click **Approve**. The **Approve** button will only be active if the approver has rights to approve every line.
6. To approve individual line items of the requisition, click **Menu** next to a line item, and then click **Approve Line Item**.

Figure 5 - Approve button and Menu



7. To unapprove or reject all line items of the requisition, click **Unapprove**.
8. To unapprove or reject an individual line item of the requisition, click **Menu** next to a line item, and then click **Reject Line Item** (or **Reject all lines** if it is an "All or nothing" requisition).
9. When finished approving, the requisition status will be **Ready for Purchasing**.

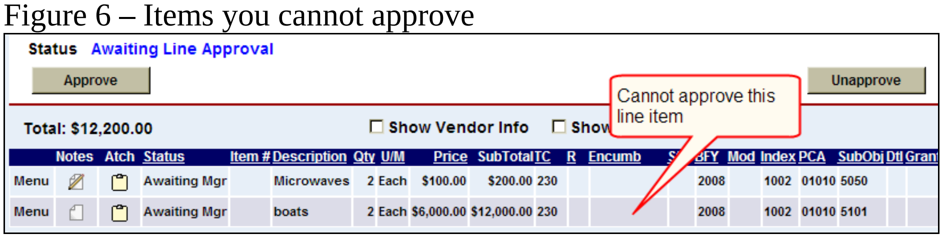
NOTE: In order to reject a requisition item after the final approval, a purchaser must open the **PO** screen and use the line item Menu next to reject the line item(s).

REQUISITIONS YOU ARE UNABLE TO APPROVE

Requisitions or requisition line items shaded in purple mean that you cannot approve them. Click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why you cannot approve the item. There may be restrictions set by your Purchasing administrator, such as:

- You are not part of the requisition workflow.
- You are not part of the Requisition Department and your administrator has restricted approvals by department.
- The line item(s) have fiscal coding or a dollar amount which your approval rules do not allow you to approve.
- You created the requisition and you are an approver, but the administrator has restricted approvers from approving their own requisitions.

Figure 6 – Items you cannot approve



5. Check the **Apply to all Line Items** if you want to use the selected address for all items of the requisition.
6. Click **Save**.
7. Click the **x** on the pop-window to close it.

Figure 2 - Exit the Address window

8. Complete the requisition or purchase order according to your agency's process.
9. Click **Print Preview** to view the changes or to review the addresses as an approver.

Figure 3 - Requisition Print Preview.